

FIRE CHIEF

(Competitive Class)

GENERAL STATEMENT OF DUTIES

Plan, direct, and supervise the operations of the fire department in the capacity of chief engineer and commanding officer; and related work as required.

DISTINGUISHING FEATURES OF THE CLASS

Work of this class involves a high degree of skill and responsibility in directing fire fighting, life saving, fire prevention, and administrative activities of the fire department. Considerable exposure to personal hazards is involved. The chief is required to be on duty or subject to call at all times, and is accountable to the mayor as head of the department.

EXAMPLES OF WORK

(Note: The examples listed below indicate only the general type of work performed in these positions and are not intended to restrict duties to those listed.)

Respond to all fire alarms;

Direct and supervise volunteer officers and men at scene of fire in rescuing persons from burning buildings, fighting fire, doing salvage work during the fire, and overhauling after the fire;

Direct and supervise the general care, maintenance, and use of all departmental alarm and signalling systems, fire fighting apparatus and equipment, motor driven vehicles, stations and grounds, and other related property;

Purchase, or recommend the purchase of, equipment and supplies in the manner provided by lawful authority, and keep such purchases, or recommended purchases, within the budget therefor;

Provide for the preparation and supervise the maintenance of departmental records and reports relating to the attendance and status of personnel, use and deterioration of equipment, data on fires, fire prevention inspections, training, and such others as may be helpful or required; also the furnishing of such information to those lawfully entitled thereto;

Investigate the cause, origin, and circumstances of all fires occurring in the city, and especially investigate whether such fires are the result of carelessness or the act of an incendiary, and report all facts relating thereto to the state

fire marshall, as provided by law;

Direct the inspection of buildings for the purpose of determining the existence of conditions hazardous to life and property through fire or panic, in the manner and within the limits prescribed by law, or by and with the authority of the municipal government;

Inform the public of the necessity and methods of civilian cooperation in fire prevention work, by the means of talks, demonstrated lectures, distribution of literature to schools, church organizations, civic clubs, owners and employees of public and private buildings, institutions, hotels, and theaters, etc;

See that training is regularly carried on and arrange periodically for special elementary and advanced training of all members;

Promote peace and harmony in the department and maintain discipline;

Keep posted on modern methods of fire department work; also, local conditions which the department may be called upon to combat in cases of fire.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES

Thorough knowledge of fire fighting principles, practices, and equipment;

Good knowledge of the geography of the city, including the location of fire hydrants, water mains, other available sources of water supply, and the major fire hazards located in the city;

Good knowledge of the rules and regulations of the fire department and of the laws under which it operates; also good knowledge of fire prevention laws and ordinances;

Good knowledge of training practices and techniques;

Ability to adopt a quick, effective, and reasonable course of action in emergencies;

Ability to lead men and give effective orders;

Ability to maintain discipline and high morale;

Ability to prepare technical and administrative reports of a routine nature;

Ability and willingness to understand and effectively carry out orders;

Ability and willingness to get along with others.

SPECIAL REQUIREMENTS FOR ADMISSION TO ELIGIBILITY TEST AND FOR BEGINNING WORK IN CLASS

Must be at least twenty-five (25) years of age;

Must have completed a standard high school course, or possess any equivalent combination of experience and training sufficient to indicate ability to satisfactorily perform the work;

Ten (10) years firefighting experience, with a minimum of five (5) active years employment (40 hours week) as firefighter, and three (3) years administrative experience.

Must successfully pass medical examination assuring good health and physical abilities sufficient, in the opinion of the Appointing Authority, to indicate satisfactory performance of required work, before appointment from employment list;

Must successfully pass civil service test testing aptitude for beginning work in this class.

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